DEFENSE SECURITY SERVICE (DSS)

CENTER FOR DEVELOPMENT OF SECURITY EXCELLENCE (CDSE) - COURSES AND PRODUCTS

CENTER FOR DEVELOPMENT OF SECURITY EXCELLENC

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GENERAL SECURITY

Stakeholder Meeting
15 JUNE 2011

CURRENT

Course	Description	Target Audience	Delivery Method
DoD Security Specialist	Introduces security disciplines, policies, procedures, and their interaction and implementation as they apply to the DoD Security Specialist career field.	Civilian, military, or contractor security personnel performing primary duties in security functions	Instructor-led
Security Awareness for Educators (SAFE)	Offers security professionals a collaborative environment for networking with colleagues and developing innovative training ideas and workforce-centric training products.	DoD civilian, military and contractor personnel who implement their organization's security awareness and education program	Instructor-led
Developing a Security Education and Training Program	Provides a thorough understanding of the DoD and NISP policy requirements, best practices and instructional security education and training programs.	DoD civilian, military, and contractor personnel	eLearning and Podcast
Introduction to Risk Management	Introduces the five-step Risk Management process.	DSS civilian, military, and contractor personnel	eLearning and Podcast
OPSEC Awareness for Military Members, DoD Employees and Contractors	Introduces the general principles of OPSEC for protecting unclassified and classified information and material.	DoD civilian, military, and contractor personnel	eLearning
Risk Management for DoD Security Programs	Outlines the risk management process as a systematic approach to acquiring and analyzing the information for protecting assets and allocating security resources.	Civilian and military security specialists	eLearning
Security Policies, Principles, and Programs	Provides an overview of the policies, principles, programs, governing documents, and foundational security disciplines that govern DoD security programs.	Civilian, military, and contractor personnel responsible safeguarding and protection of DoD assets	eLearning

GENERAL SECURITY

Stakeholder Meeting
15 JUNE 2011

CURRENT

Course	Description	Target Audience	Delivery Method
U.S. Army Foreign Disclosure Contact Officer Certification	Provides basic foreign disclosure and certification to Department of Army (DA) personnel designated to be Army Contact Officers	DA military and civilian personnel requiring certification as an Army Contact Officer	eLearning
U.S. Army Foreign Disclosure Orientation	Provides familiarity with the DA Foreign Disclosure Program.	DA military, civilian and contractor personnel	eLearning
U.S. Army Foreign Disclosure Officer Certification	Provides basic foreign disclosure and certification to DA personnel entrusted with the authority to disclose classified military information to foreign governments, international organizations, and coalition partners.	DA military and civilian personnel requiring certification as an Army FDO	eLearning
Introduction to DoD Foreign Disclosure	Introduces personnel to the DoD Foreign Disclosure Program.	DoD civilian, military, and contractor personnel	eLearning
DoD Foreign Disclosure Orientation	Provides additional familiarity with the DoD Foreign Disclosure Program.	DoD civilian, military, and contractor personnel	eLearning
Introduction to U.S Army Foreign Disclosure	Introduces the basic concepts of foreign disclosure in the international security environment.	DA civilian, military, and contractor personnel	eLearning

IN DEVELOPMENT

Course	Description	Target Audience	Delivery Method
Risk Management for DoD Security Programs (Re-design)	Outlines the risk management process as a systematic approach to acquiring and analyzing the information for protecting assets and allocating security resources .	Civilian and military security specialists	eLearning

INDUSTRIAL SECURITY

Stakeholder Meeting
09 JUNE 2011

CURRENT

Course	Description	Target Audience	Delivery Method
Getting Started Seminar for New FSOs	Prepares individuals for the duties and responsibilities in a contractor facility participating in the NISP.	New FSOs and Assistant FSOs	Instructor-led
NISPOM Chapter 8 for Industry Seminar	Introduces the security requirements for safeguarding classified information being processed and stored at cleared contractor facilities through a review of Chapter 8 of NISPOM and the ISFO Process manual.	Industry Information Systems Security Managers (ISSMs)	Instructor-led
NISPOM Chapter 8 Implementation	Covers the DSS/ODAA C&A Process.	ISSMs	Instructor-led
Basic Industrial Security for User Agency Personnel Independent Study	Outlines the basic security requirements of NISP policy for ensuring protection of classified information accessed by contractors.	Civilian, military, and contractor personnel responsible for physical security and protection of DoD assets	eLearning
Business Structure in the NISP	Introduces the business structure of any facility participating in the NISP and obtain key information from business records that is relevant to the facility being cleared in the NISP.	IS Reps, Facility Security Officers and others working in the NISP	eLearning
Facility Clearances in the NISP	Introduces the purpose and the eligibility requirements of an FCL.	FSOs at cleared DoD contractors participating in the NISP	eLearning
FSO Role in the NISP	Describes the role of the FSO in the NISP.	FSOs and security personnel of contractor facilities cleared under the NISP	eLearning
Industrial Security Facilities Database (ISFD)	Provides step-by-step instructions on the use of the ISFD.	Government employees and contractors working in the Industrial Security Program requiring access to ISFD	eLearning

INDUSTRIAL SECURITY

Stakeholder Meeting
09 JUNE 2011

CURRENT

Course	Description	Target Audience	Delivery Method
Introduction to DSS Industrial Security C&A Process	Introduces the DSS NISP C&A process.	IS Reps, FSOs, and Security Staff	eLearning
Introduction to Industrial Security	Provides an introduction to the DoD Industrial Security Program.	Civilian, military, and contractor personnel responsible for or involved with the administration of the industrial security program	eLearning and Podcast
Introduction to the NISP Certification and Accreditation Process	Introduces the NISP certification and accreditation process.	Military, DSS civilian and other Government personnel, and contractor professionals	eLearning
NISP Reporting Requirements	Introduces reporting requirements outlined in NISPOM 1-300, including reporting requirements for changed conditions affecting the FCL, PCL, and safeguarding.	FSOs at cleared DoD contractor facilities participating in the NISP	eLearning
NISP Self-Inspection	Focuses on conducting, preparing for, and after-actions for self-inspections.	FSOs at cleared DoD contractor facilities participating in the NISP	eLearning
Personnel Clearances in the NISP	Includes instruction on the personnel security requirements for contractors participating in the NISP and how those requirements are implemented by the DoD.	Facility Security Officers at cleared DoD contractor facilities participating in the NISP	eLearning
Safeguarding Classified Information in the NISP	Provides the rules and procedures for protecting classified information and material in the NISP.	DoD Industrial Security Specialists, DSS IS Reps, Contractor FSOs, Security Staff of cleared DoD contractors participating in NISP	eLearning
Personnel Clearances in the NISP	Introduces the requirements for security clearances in facilities under the NISP.	DoD civilian, military, and contractor personnel	eLearning

INDUSTRIAL SECURITY

Stakeholder Meeting
09 JUNE 2011

CURRENT

Course	Description	Target Audience	Delivery Method
Understanding Foreign Ownership, Control or Influence (FOCI)	Introduces important FOCI terms and processes and describes the foundational four major components of the FOCI process.	DSS, industry, and other government agency personnel involved in the FOCI process	eLearning
Visits and Meetings in the NISP	Provides the rules and procedures for classified visits and meetings for facilities participating in the NISP.	DoD Industrial Security Specialists, IS Reps, Contractor FSOs, and Security Staff	eLearning and Podcast
Transmission and Transportation for Industry	Examines the requirements and methods for transmitting or transporting classified information in accordance with NISP requirements.	DoD Industrial Security Specialists, IS Reps, Contractor FSOs, and Security Staff	eLearning and Podcast
Business Structures - KMP: To Clear Or Not To Clear	Provides learners an opportunity to practice identifying Key Management Personnel (KMPs) in several different business structures.	DoD civilian, military, and contractor personnel	Short Course
You're a New FSO: Now What?	Provides newly-appointed FSOs a high-level overview of their responsibilities and guides them to essential resources.	New FSOs and Assistant FSOs	Short Course

IN DEVELOPMENT

Course	Description	Target Audience	Delivery Method
Getting Started Seminar for New FSOs (Re-design)	Expanded to add further depth and information to prepare individuals for duties and responsibilities in a contractor facility participating in the NISP.	New FSOs and Assistant FSOs	Instructor-led
Technical Implementation of C&A - XP Configuration to DSS Standards	Examines process to configure computer systems to DSS standards.	IS Reps, FSOs, and Security Staff	eLearning

INDUSTRIAL SECURITY

Stakeholder Meeting
09 JUNE 2011

IN DEVELOPMENT

Course	Description	Target Audience	Delivery Method
Virtual Simulation for FSOs	Examines the roles and responsibilities of FSO in DoD, Government, and Military facilities.	FSOs and Assistant FSOs	eLearning
Industrial Security for Senior Management	Provide a comprehensive understanding of policies and procedures of the DoD Information Security Program.	ISSMs and Security Managers in government facilities participating in the NISP	Short Course

INFORMATION SECURITY

Stakeholder Meeting
15 JUNE 2011

CURRENT

Course	Description	Target Audience	Delivery Method
Information Security Management	Provides a comprehensive understanding of policies and procedures of the DoD Information Security Program.	DoD civilian, military, and contractor personnel	Instructor-led
Information Security Orientation	Introduces personnel to the DoD Information Security Program.	Military, civilian and contractor personnel who require an overview of the DoD information Security Program	Instructor-led
Classification Conflicts and Evaluations	Provides a broad overview of the classification challenge process, including the process for formal challenges to classification decisions, the role of ISCAP, and the process for mandatory review.	DoD civilian, military, and contractor personnel responsible for processing classification challenges	eLearning
Derivative Classification	Explains how to derivatively classify national security information from a classification management perspective.	DoD military, civilian and contractor personnel responsible for derivatively classifying national security information	eLearning
Information Security Emergency Planning	Examines each step of the emergency planning process as it relates to protecting Classified National Security Information.	DoD civilian, military, and contractor personnel	eLearning
Introduction to Information Security	Provides an introduction to the DoD Information Security Program.	DoD civilian, military, and contractor personnel	eLearning and Podcast
Marking Classified Information	Examines the requirements and methods for marking classified documents and other classified materials.	DoD military, civilian and contractor personnel who create and mark classified information and materials	eLearning

NOTE: Current course to be replaced by performance support tool (PST) effective 01 JAN 12. New course to supersede PST

INFORMATION SECURITY

INFORMATION SECURITY

Stakeholder Meeting
15 JUNE 2011

CURRENT

Course	Description	Target Audience	Delivery Method
Original Classification	Provides the policy guidance for and purpose of original classification.	DoD military, civilian and contractor personnel who propose, prepare, develop or facilitate original classification decisions	eLearning and Podcast
Personally Identifiable Information (PII)	Describes what PII is and why it is important to protect PII.	DoD civilians, military members, and contractors using DoD information and information systems	eLearning
Phishing	Explains what phishing is and provides examples of the different types of phishing.	DoD civilians, military members, and contractors	eLearning
SCI Security Refresher	Provides annual refresher training on how to protect SCI and SCIFs.	DoD civilian, military, and contractor personnel	eLearning
Security Classification and Guidance	Provides OCAs and derivative classifiers with the requisite knowledge for developing and employing security classification and declassification guidance.	DoD civilians, military members, and contractors	eLearning
Transmission and Transportation for DoD	Examines the requirements and methods for transmitting or transporting classified information in accordance with NISP requirements.	DoD Security Specialists, IS Reps, Contractor FSOs, and Security Staff	eLearning
Classified Storage Requirements	Refreshes learners on the requirements and best practices for storing classified information and provides exercises applying this knowledge.	DSS civilian, military, and contractor personnel	Short Course
Requirements for Original Classification Authorities	Provides the policy guidance for and the purpose of original classification	DoD military, civilian and contractor personnel	Short Course

INFORMATION SECURITY

Stakeholder Meeting
15 JUNE 2011

IN DEVELOPMENT

Course	Description	Target Audience	Delivery Method
SSO Course (Analysis)	Examines the roles and responsibilities of Special Security Officer (SSO) in DoD, government, and military facilities. *NOTE: SSO Course in transfer from DIA to CDSE.*	DoD civilian, military, and contractor personnel	Instructor-led
Information Security Management (Re-design)	Provides an introduction to the DoD Information Security Program management.	DoD civilian, military, and contractor personnel information security specialist or manager	Instructor-led
T-SCIF Course	Provides guidance for individuals working in the T-SCIF environment and the DoD policies governing management of the SCIF environment.	DoD civilian, military, and contractor personnel	eLearning
Marking Classified Information	Provides the policy guidance for, and the purpose of classification markings.	DoD military, civilian and contractor personnel who generate and mark classified information and materials	eLearning
Information Security Emergency Planning	Examines the emergency planning process as it relates to protecting Classified National Security Information.	DoD civilian, military, and contractor personnel	Podcast
Program Oversight and Inspection	Provides an overview of the processes for management and inspection of programs managing classified information.	DoD civilian, military, and contractor personnel	Podcast
Security Classification and Guidance	Provides guidance for process of security classifications.	DoD military, civilian and contractor personnel who generate and mark classified information and materials	Podcast
Transmission and Transportation for DoD	Examines the requirements and methods for transmitting or transporting classified material.	DoD civilian, military, and contractor personnel	Podcast
Deployment Tool	Provides guidance for protection of classified information and assets while deployed.	Civilian, military, and contractor personnel responsible for or involved	Performance Support Tool

INFORMATION SECURITY

Stakeholder Meeting
15 JUNE 2011

IN DEVELOPMENT

Course	Description	Target Audience	Delivery Method
Marking Classified Information Job Aid	Provides the policy guidance for classification markings.	DoD military, civilian and contractor personnel who generate and mark classified information and materials	Performance Support Tool

PERSONNEL SECURITY

CURRENT

Course	Description	Target Audience	Delivery Method
Case Adjudication Tracking System (CATS) Seminar	Provides an overview of CATS.	DoD civilian, military, and contractor personnel requiring an overview of CATS	Instructor-led
DoD Advanced Personnel Security Adjudications	Provides in-depth study of adjudication policy guidelines and the basis for and application of due process in unfavorable personnel security determinations.	DoD civilian (GS-11+) and military personnel who adjudicate for assignment to sensitive positions and access to collateral and SCI program information	Instructor-led
DoD Personnel Security Adjudications	Covers the fundamentals of the personnel security program such as history, laws, and regulations; personnel security investigations; security clearances; and sensitive positions.	DoD civilian (GS-11+) and military personnel who adjudicate for assignment to sensitive positions and access to collateral and SCI program information	Instructor-led
DoD Personnel Security Management for Security Professionals	Examines the management practices and procedures required to administer the DoD Personnel Security Program (PSP).	DoD civilian, military, and contractor personnel	Instructor-led
DoD Personnel Security Seminar	Reviews the management practices and procedures required to administer the DoD PSP.	DoD civilian, military, and contractor personnel performing personnel security duties	Instructor-led
Personnel Security Seminar (Customized) - Adjudication	Meets specific personnel security training needs of a requesting organization with emphasis on implementation of national adjudicative guidelines.	Military, civilian and contractor personnel as identified by the sponsoring organization	Instructor-led
Personnel Security Seminar (Customized) JPAS	Meets specific personnel security training needs of a requesting organization with a system overview of JPAS subsystem JCAVS.	Military, civilian and contractor personnel as identified by the sponsoring organization	Instructor-led

PERSONNEL SECURITY

CURRENT

Course	Description	Target Audience	Delivery Method
e-QIP: Accessing and Navigating e-QIP	Demonstrates how to access, log into, and navigate the e-QIP system.	e-QIP Users	eLearning
e-QIP: e-QIP Overview	Provides a high-level overview of the purpose, history, and benefits of the e-QIP system.	e-QIP Users	eLearning
e-QIP: e-QIP Initiating Requests	Focuses on process for initiating e-QIP requests.	e-QIP User Administrators	eLearning
e-QIP: Managing Agency Data	Focuses on establishing an agency's hierarchy and managing groups in e-QIP as performed by the Agency Administrator.	e-QIP User Administrators, Agency Help Desk, and Agency Administrators	eLearning
e-QIP: Managing User Data	Focuses on creating and managing agency user accounts in e-QIP as performed by the User Administrator.	e-QIP User Administrators	eLearning
e-QIP: Program and Business Managers	Focuses on features available to Program Managers and Business Mangers in e-QIP.	e-QIP Program/Business Managers	eLearning
e-QIP: Reviewing and Approving Requests	Provides the fundamentals of reviewing and approving e-QIP requests and Reviewer and Approver's roles.	e-QIP Reviewers/Approvers	eLearning
e-QIP: Solutions to Common Issues	Focuses on how to respond to common applicant issues. It also instructs the user on various methods for conducting e-QIP case searches.	e-QIP Users	eLearning
Introduction to DoD Personnel Security Adjudication	Introduces DoD PSP and Personnel Security Adjudications.	DoD civilian, military, and contractor personnel who perform and manage security adjudications	eLearning

PERSONNEL SECURITY

CURRENT

Course	Description	Target Audience	Delivery Method
Introduction to National Security Adjudications	Introduces the PSP and its aim to protect national security.	Government national security adjudicators or Collateral and SCI functions	eLearning
Introduction to Personnel Security	Introduces the DoD Personnel Security Program (PSP).	Civilian, military, and contractor administrators of the DoD PSP	eLearning and Podcast
JPAS/JAMS Virtual Training for Security Professionals	Provides an overview of JPAS and a detailed explanation of its subsystem, JAMS.	DoD civilian, military, and contractor personnel who perform and manage security adjudications	eLearning
JPAS/JCAVS Virtual Training for Security Professionals	Provides an overview of JPAS and a detailed explanation of its subsystem, JCAVS.	DoD civilian, military and contractor personnel who support the DoD PSP	eLearning
Personnel Security Management	Describes the personnel security process including the types of PSI and sensitivity or duties justifying each type of investigation.	DoD civilian, military and contractor personnel who perform, administer, or manage the DoD PSP	eLearning
Counterintelligence Concerns for National Security Adjudicators	Designed to assist inexperienced personnel in recognizing counterintelligence issues and concerns while performing adjudications for individuals requiring access to classified information.	Personnel Security Adjudication Specialists	Short Course

IN DEVELOPMENT

Course	Description	Target Audience	Delivery Method
Fundamentals of National Security Adjudications	Provides the scope, purpose, and processes within the PSP in its support of national security.	DoD civilian, military, and contractor personnel	Instructor-led

PERSONNEL SECURITY

IN DEVELOPMENT

Course	Description	Target Audience	Delivery Method
HSPD_12 Training	Provides an in-depth examination of process for HSPD_12 certification.	DoD civilian, military, and contractor personnel	eLearning
Introduction to Suitability Adjudications	Introduces the DoD PSP and the process to determine suitability.	DoD civilian, military, and contractor personnel who perform and manage security adjudications	eLearning
SF714 Training	Examines the process for managing the information contained in and submission of the SF-714.	DoD civilian, military, and contractor personnel who perform and manage security adjudications	eLearning
Army Investigative Enterprise Solution (AIES)	This module examines the functionality, individual tasks, and the roles and responsibilities of the Requester through the Personnel Security Investigation (PSI) process.	DoD civilian, military, and contractor personnel who perform and manage security adjudications	eLearning
13 Adjudicative Guidelines	Provides an examination of applying the 13 Adjudicative Guidelines to security determinations. Each Adjudicative Guideline will have dedicated Short Course.	DoD civilian, military, and contractor personnel who perform and manage security adjudications	Short Course

PHYSICAL SECURITY

Stakeholder Meeting
30 JUNE 2011

CURRENT

Course	Description	Target Audience	Delivery Method
Applying Physical Security Concepts	Applies the risk management process for DoD Security Programs to the development of a physical security plan. *NOTE: Registration to be available for 1st Iteration (May, 2012) as of 01 JAN 12.*	DoD civilian, military, and contractor personnel	Instructor-led
Antiterrorism Officer (ATO) Level II	Provides students with the appropriate background, skills, and abilities to qualify as an ATO for a command or organization.	AT program managers of DoD and field activities	eLearning
Introduction to Physical Security	Provides an introduction to the DoD Physical Security Program.	DoD civilian and military personnel and industry contractors involved in or charged with physical security responsibilities	eLearning and Podcast
Lock and Key Systems	Familiarizes students with the various lock and key systems available in support of protecting classified and sensitive assets.	DoD civilian, military, and contractor personnel	eLearning
Physical Security Measures	Provides the student with an overview of the physical security measures available for implementation in the protection of DoD assets.	DoD civilian and military personnel as well as industry contractors involved in or charged with physical security responsibilities	eLearning
Physical Security Planning and Implementation	Provides an overview of the physical security planning and implementation process within the DoD physical security program.	Civilian, military, and contractor personnel responsible for or involved with application of physical security in the safeguarding and protection of DoD assets	eLearning

PHYSICAL SECURITY

Stakeholder Meeting
30 JUNE 2011

CURRENT

Course	Description	Target Audience	Delivery Method
Storage Containers and Facilities	Provides an overview of the approved security containers and facilities used in the protection of classified national security information as well as other sensitive DoD assets.	DoD civilian and military personnel as well as industry contractors involved in or charged with physical security responsibilities	eLearning
Physical Security Planning and Implementation	Provides an overview of the physical security planning and implementation process within the DoD physical security program.	Civilian, military, and contractor personnel responsible for physical security and protection of DoD assets	eLearning
Antiterrorism/Force Protection	Refreshes learners on the four DoD Threat Levels and five Force Protection Condition (FPCON) levels and provides learners an opportunity to see some of the typical FPCON security measures employed in various contexts.	DoD civilian, military, and contractor personnel	Short Course

IN DEVELOPMENT

Course	Description	Target Audience	Delivery Method
Virtual Simulation Environment for Physical Security	Assists students with a thorough understanding of the physical security measures available for implementation in the protection of DoD assets.	DoD civilian, military, and contractor personnel	eLearning
Antiterrorism Officer (ATO) Level II (Re-design)	Provides students with the appropriate background, skills, and abilities to qualify as an ATO for a command or organization.	AT program managers of DoD and field activities	eLearning
Physical Security Measures	Provides an overview of the physical security measures available for implementation in the protection of DoD assets.	DoD civilian, military, and contractor personnel involved in or charged with physical security responsibilities	Podcast

PHYSICAL SECURITY

Stakeholder Meeting
30 JUNE 2011

IN DEVELOPMENT

Course	Description	Target Audience	Delivery Method
Storage Containers and Facilities	Provides an overview of the approved security containers and facilities used in the protection of classified national security information as well as other sensitive DoD assets.	DoD civilian, military, and contractor personnel involved in or charged with physical security responsibilities	Podcast
Electro Mechanical Lock X07/09 - S&G 2740	Provides a visual guide for operating the S&G 2740 Electromechanical Safe Lock.	DoD civilian, military, and contractor personnel	Performance Support Tool
S&G 2740 Operating Instructions Job Aid	Provides a quick reference guide for operating the S&G 2740 Electromechanical Safe Lock.	DoD civilian, military, and contractor personnel	Performance Support Tool

COUNTER - INTELLIGENCE

Stakeholder Meeting
14 APRIL 2011

CURRENT

Course	Description	Target Audience	Delivery Method
Cybersecurity Awareness	Introduces the AIS environment and the threats and vulnerabilities faced when working within the government or defense industrial systems.	DoD and Industrial Security employees	eLearning
Insider Threat	Describes impact of insider threat and shows how to recognize and report threats.	DoD and Industrial Security employees	eLearning
Integrating CI and Threat Awareness into Your Security Program	Examines how CI and threat awareness are essential to a comprehensive security program.	DoD military, civilian, and contractor security professionals	eLearning
Introduction to Critical Program Information Awareness	Provides an introduction on programs which may contain Critical Program Information.	DoD and Industrial Security employees	eLearning
Thwarting the Enemy: Providing Counterintelligence & Threat Awareness to the Defense Industrial Base	Emphasis on employee awareness of potential threats directed against U.S. technology and common suspicious activities.	Employees working within cleared facilities in support of the defense industrial base	eLearning
Counterintelligence Concerns for National Security Adjudicators	Practice recognition of counterintelligence concerns relevant to the performance of their job tasks and raises awareness of these issues and their importance in the context of the adjudication process.	DoD civilian, military, and contractor adjudicators and personnel security managers	eLearning and Short Course

IN DEVELOPMENT

Course	Description	Target Audience	Delivery Method
Counterintelligence Awareness and Reporting	Practice recognition of counterintelligence concerns and process for reporting.	DoD and Industrial Security employees	eLearning
Recognizing Suspicious Contact Emails	Provides a quick reference for recognizing and mitigating suspicious emails.	DoD military, civilian, and contractor security professionals	Short Course

SPECIAL ACCESS PROGRAM

Stakeholder Meeting
16 JUNE 2011

CURRENT

Course	Description	Target Audience	Delivery Method
Introduction to Special Access Programs (SAPs)	Introduces DoD SAPs.	Newly assigned SAP security professionals, SAP non-security professionals, and security professionals needing refresher training on SAP policy	Instructor-led
SAP Mid-Level Management	Provides an in-depth explanation of SAP security management.	DoD civilian, military, and contractors with 6 months to 3 years experience providing oversight and support to DoD SAPs	Instructor-led
SAP Security Awareness Seminar	Provides an introduction to the DoD SAP environment.	Civilian, military, and contractor personnel supporting DoD SAPs	Instructor-led
SAP Security Compliance Inspection Seminar	Provides the policy and direction to ensure inspections are standardized, equitable, and consistent across inspection agencies utilizing the JAFAN manuals.	PSOs, new and experienced Inspection Team Members who uses the JAFAN series	Instructor-led
SAP 2nd Tier Review	Provides students with an in-depth understanding of the SAP 2nd Tier Review Process.	DoD civilian, military, and contractor personnel assigned SAP 2nd Tier Review duties	eLearning
SAP Overview	Provides an overview of the DoD SAP environment, including its history, purpose, life-cycle, approval process, and roles and responsibilities.	DoD civilian, military and contractor personnel who support or manage DoD SAP	eLearning and Podcast
SAP Security Incidents	Provides an overview of the DoD SAP environment and process to respond to SAP incidents.	DoD civilian, military and contractor personnel who support or manage DoD SAP	Podcast and Short Course

SPECIAL ACCESS PROGRAM

Stakeholder Meeting
16 JUNE 2011

IN DEVELOPMENT

Course	Description	Target Audience	Delivery Method
SAP Physical Security Virtual Environment	Assists students with a thorough understanding of physical SAP environment.	DoD civilian, military, and contractor personnel	eLearning

SECURITY EDUCATION

CURRENT

Course	Description	Target Audience	Delivery Method
Challenges in Analyzing and Managing Risk	Comprehensive study of risk management theory and DoD practice of risk management as used by high-level management officials to support decision-making.	Mid to high-level personnel who have SPēD Security Fundamentals Professional Certification and have achieved proficiency in one or more security specialty	Blended

IN DEVELOPMENT

Course	Description	Target Audience	Delivery Method
Writing and Communication Skills for Security Professionals	Exploration of successful skills and behaviors in oral and written communications.	Mid to high-level personnel who have SPēD Security Fundamentals Professional Certification and have achieved proficiency in one or more security specialty	Blended
Security as an Integral Part of DoD Programs	Addresses DoD security as a profession and reviews the scope of the security essential body of work.	Mid to high-level personnel who have SPēD Security Fundamentals Professional Certification and have achieved proficiency in one or more security specialty	Blended
Organizational Considerations in Applying Security within the Federal and DoD Bureaucracy	Address how security professionals can effectively support military operations and DoD programs.	Mid to high-level personnel who have SPēD Security Fundamentals Professional Certification and have achieved proficiency in one or more security specialty	Blended
Constitutional Law and Its Application to DoD Security	Examines the origins, distribution, and limitations upon governmental authority under the Constitution.	Mid to high-level personnel who have SPēD Security Fundamentals Professional Certification and have achieved proficiency in one or more security specialty	Blended

SECURITY EDUCATION

IN DEVELOPMENT

Course	Description	Target Audience	Delivery Method
Understanding Adversaries and Threats to the United States and DoD	Addresses the intentions and capabilities of the three to five most significant adversaries to the U.S. and to DoD.	Mid to high-level personnel who have SPēD Security Fundamentals Professional Certification and have achieved proficiency in one or more security specialty	Blended
Statutory, Legal, and Regulatory Basis of DoD Security Programs	Presents the specific statutes, regulations, and Executive Orders driving the establishment and implementation of DoD and Federal security programs.	Mid to high-level personnel who have SPēD Security Fundamentals Professional Certification and have achieved proficiency in one or more security specialty	Blended

ADDITIONAL RESOURCES

PERFORMANCE SUPPORT TOOLS

Accessing e-QIP

Adding an Attachment – e-QIP

Adjudicative Desk Reference

Administrative Inquiry (AI) Job Aid for Industry

Agency Help Desk Tasks – e-QIP

AIS Security Seal Vendors and Guidelines

Applicant Tips for Successful e-QIP Submission

Approving a Request – e-QIP

Approving Golden Question Reset Requests – e-QIP

Assigning and Unassigning a Request – e-QIP

Cancelling a Request – e-QIP

Contractor Facility Security Office (FSO) Review of the Questionnaire of National Security Position (SF86)

Counterintelligence Integration

Creating Agency Users – e-QIP

Creating a Child Agency – e-QIP

Deleting an Applicant – e-QIP

Derivative Classification Job Aid

Dissemination of Classified Information Within and Outside of the Executive Branch

DoD Personnel Security Adjudicator Certification Program: Due Process Credential Study Guide

Editing Agency and Applicant Users – e-QIP

Editing an AUB Template – e-QIP

Elicitation – Can You Recognize It?

Enabling TLS 1.0 – e-QIP

Enhanced DD Form 254 with Pop-ups

e-QIP: How to Avoid Common Mistakes that Lead to Investigation Request Rejection

Famous Spy Series

Finding Requests – e-QIP

Foreign Travel Vulnerability

Glossary Definitions, Acronyms and Abbreviations for Security Professionals

A Guide for Preparation of DD Form 254

How to Complete the DD Form 254 Performance Support Guide

ADDITIONAL RESOURCES

PERFORMANCE SUPPORT TOOLS

How to Complete Standard Form 86 (SF86) Questionnaire for National Security Positions: A Quick Reference for the Accessions Community

How to Receive and Maintain Your Security Clearance

Identifying the Government Customer When Requesting an Investigation

Initiating a Request – e-QIP

The International Visit Process

IS Certification Test Guide

JPAS Checklist

Letter to Government (ISSM)

Managing Agency Users – e-QIP

Mass Initiating Requests – e-QIP

NOFORN/REL TO - A Quick Reference Guide to Two Dissemination Controls

Preparing for Foreign Visitors

Procedural Guide for Conducting Classified Conferences

Procedures Governing Use of JPAS by Cleared Contractors

Quick Reference Guide (QRG) for the Newly Updated SF-86

Rapid Assessment of Incomplete Security Evaluations (RAISE) Guide

Reference Tool for JPAS Release 3.2

Requesting a Golden Question Reset – e-QIP

Resource Tool for Security Professionals

Reviewing a Request – e-QIP

Roles and Responsibilities for Personnel Security: A Guide for Supervisors

Running Reports – e-QIP

SF-714 Financial Disclosure Form Quick Reference Guide

S&G 2740 Operating Instructions Job Aid

Sample Audit Log

Sample Memorandum of Understanding

Security Education, Training and Awareness Information and Products

Self-Inspection Handbook for NISP Contractors

Sending a Rejection Letter – e-QIP

ADDITIONAL RESOURCES

PERFORMANCE SUPPORT TOOLS

- Suspicious Letter or Package
- Trusted Download Authorization
- Trusted Download Standard
- Un-cancelling Requests – e-QIP
- Using the e-QIP Fax Solution
- Viewing Case Status Messages and Case Notices – e-QIP